

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE : 27 May 2022 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 17/188 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/184**

SALARY : R744 255 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service).

CENTRE : Durban Regional office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Built Environment, Facilities Management. Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills,

integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure. SKILLS: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organising, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding, trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license.

DUTIES : The effective facilities management of Electrical, mechanical and Civil engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening services, direct preparation of financial statement and report on status of State facilities; manage line managers.

ENQUIRIES : Mr NN Vilakazi Tel No: (031) 314 7265
APPLICATIONS : Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 17/189 : **ASSISANT DIRECTOR COMPUTER AUDITS REF NO: 2022/185**

SALARY : R382 245 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Auditing/Financial Accounting/Computer Science qualification or related. Professional Qualification as CIA/CISA will be added advantage. Practicing auditor with 3 years minimum experience in Compute/IT Auditing. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of IIA/ISACA Knowledge of Teammate and driver's license will be an added advantage. Prepared to be subjected to security clearance.

DUTIES : Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation;; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.

ENQUIRIES : Mr. L Gayiya Tel No: (012) 406 1402

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria.

FOR ATTENTION : Ms. N.P. Mudau

POST 17/190 : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2022/186**

SALARY : R321 543 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Provisioning or related qualification. Appropriate experience in fleet management environment. Personal Attributes: Ability to work under pressure. People oriented. Hard working. Assertive. Ability to communicate at all levels. Trustworthy. Punctuality. Self-motivated. Ability to work independently. Skills: Effective communication. Planning and organizing skills. Budget analysis. Report writing. Basic numeracy. Computer literacy. Analytical thinking. Interpersonal relations. Client liaison. General office administrative and organizational skills. Knowledge: Effective communication. Planning and organizing skills. Budget analysis. Report writing. Basic numeracy. Computer literacy. Analytical thinking. Interpersonal relations. Client liaison. General office administrative and organizational skills.

DUTIES : Ensure effective fleet management services: Ensure procurement, registering and licensing of fleet. Keep a detailed history for every vehicle in the fleet. Maintain detailed records of vehicle servicing and inspection. Ensure strict servicing and maintenance times to minimise downtime and maintain schedules. Ensure regular vehicle maintenance to ensure operational efficiency. Compile monthly utilization report of fleet vehicles. Process subsidized vehicle scheme: Verify the authenticity, accuracy and correctness of applications for subsidized vehicles. Present applications to the committee. Notify the applicants with regard to their application status. Manage, verify and process the log books. Ensure compliance with the 70/30% threshold regarding the utilization of the subsidized vehicle. Prepare payments for excess payments payable to subsidized vehicle users for accident claims. Certify the processing of transport related payments claims on fleet, rental and subsidized vehicles. (Traffic admin fees/vehicle damages).Ensure that a file on occurred damages and losses cases is open. Verify that all required documents are on the file. Refer a case to Legal Services for further investigations. Inform the driver about the outcome. Effect payment on suspense account or arrange recoveries from guilty parties based on instructions received from legal services/state attorneys. Refer the matter to HR payroll for PERSAL deduction. Inform finance about any payment made. Manage the suspense account. Prepare write off submissions. Ensure the payment of transport related expenditure within 30 days. Manage the administration of travel arrangements:-Ensure timeous hotel and flight reservations. Ensure authorizations for trips. Address any accommodation related problems. Maintain relevant forms and registers. Verify all subsistence and travel claims. Process all payments of travel agents. Supervise employees to ensure an effective service delivery-General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work .Manage performance and conduct discipline supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRES APPLICATIONS : Mr V Msimango Tel No: (011) 713 6251

FOR ATTENTION : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

POST 17/191 : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2022/187**

SALARY : R261 372 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Administration or Equivalent. Appropriate experience administration. (Specifically targeting people with disabilities only). Knowledge: Procurement and tender regulations, occupational health and safety, Labour Relations Act, Public Finance

Management Act. Personal attributes: Innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people orientated, hard-working, highly motivated. Skills: Effective communication skills, report writing, numeracy, computer literacy, ability to work with consultants, professionals and staff at various levels, relationship management, interpersonal and diplomacy skills, analytical thinking, problem solving skills, decision making skills motivational skills.

DUTIES

: Provide effective and efficient administrative support services- order cleaning material and equipment from suppliers, administer documentation for requisitions and reports; organise office logistical matters, verify the purchase and distribution of cleaning materials and equipment, supervise cleaning personnel, administrate office correspondence, documents and reports, organise meetings and workshops, and document record thereof. Effective administration of the budget and financial planning regarding cleaning services-determine budget requirements, monitor expenditure according to budget limits, recommend the purchasing of cleaning materials and equipment, prepare financial reports; respond to audit reports.

ENQUIRIES

: Mr D Nyoni Tel No: (011) 713 6213

APPLICATIONS

: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION

: Mr M Mudau